



Australian Government

ICPCBF3200 Produce complex converted or finished product

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to cover complex die cutting, embossing, folding, collating or fastening.

It applies to individuals who work under direct supervision with limited responsibility in preparing materials and equipment and resolving issues to produce a finished product.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Converting, Binding and Finishing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Maintain delivery and cutting systems	1.1 Monitor and adjust delivery systems 1.2 Add substrate to and remove substrate from the process according to job specifications 1.3 Check and adjust knife and die condition according to sample quality requirements 1.4 Monitor and adjust cutting pressures and registration of cutting devices, knives and dies as required 1.5 Monitor and adjust packing of cutting devices and dies as required
2. Maintain complex process	2.1 Review and adjust registration and squareness of folds as required according to proof quality requirements

ELEMENT	PERFORMANCE CRITERIA
	2.2 Check and adjust collating and inserting process as required according to proof quality requirements
3. Maintain production process	3.1 Use machine controls as required 3.2 Review and verify performance using the process control system 3.3 Monitor and adjust starch performance throughout production run 3.4 Report process adjustments to eliminate problems according to enterprise procedures
4. Identify and rectify problems or faults	4.1 Identify and report problems in machine operation according to enterprise procedures 4.2 Carry out adjustments or corrections according to specified procedures, and within scope of own role 4.3 Verify repairs and adjustments as required prior to resumption of operations
5. Conduct shutdown of production process	5.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 5.2 Remove solid and liquid waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 5.3 Clean and disengage all required parts of machinery used in printing process 5.4 Sharpen cutting devices according to work health and safety (WHS) requirements 5.5 Complete required production records and enterprise documentation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Writing	Enters routine data associated with production processes and enterprise procedures

Self-management	Identifies and follows all procedures for operation, cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Teamwork	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Identifies what to communicate, with whom and how, in routine work situations
Planning and organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks
Problem solving	Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans
Technology	Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Delivery systems must include either:	- reel delivery system or - sheet delivery system or - complex fastening (adhesive/mechanical/sewing) system.
Monitoring and adjusting must include either:	- reel stand and rewind section - web control system to ensure correct tension - delivery system - sheeting system or - feeder - sheet pick-up and transportation - transfer system to ensure correct and continuous sheet handling or

	• fastening registration • wire straightening, length, cut off and clinching pressures • adhesion • thread tension and stitch quality.
Units must include either:	• machine bed or • glue system or • laminating machine.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF320 Produce complex converted or finished product.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

Assessment Requirements for ICPCBF3200 Produce complex converted or finished product

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- demonstrate all safety devices on the machinery produce complex converted or finished product involving complex die cutting, embossing, folding, collating or fastening for two different jobs involving different types, sizes and weights of substrate.

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- anticipate production difficulties and take preventive action to prevent occurrence.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- enterprise procedures, and WHS risks and requirements for:
 - setting up and operating machine transport and delivery systems
 - maintaining the cutting process and handling blades
 - operating and adjusting the folding machine
 - using hot melt adhesive
 - cleaning the machine
- different procedures for buckle, knife and pharmaceutical folding
- enterprise procedures for sheet issues and adjustable areas of the machine for correction
- common machine faults and correction methods
- areas of the reel stand and sheet-fed feeder requiring continuous observation to meet job requirements
- adjustment procedures for the web control system to maintain web tension and position

- adjustment procedures for the sheet pick-up system to ensure continuous sheet handling
- reasons for monitoring gluing units and delivery systems
- indicators showing replacement of a blade is required and checks for replacement
- checks required when packing cutting devices, adjusting cutting pressure, and points to monitor when maintaining cutting pressures
- checks required when adjusting depth of embossing
- procedure for removing substrate from the machine
- terms common to production process, including side lay, deflector and glue line
- enterprise procedures for where job does not coincide with sample
- key factors determining machine operation speed and indicators a change in speed is required
- indicators the machine needs lubrication
- factors indicating machine adjustment is required
- adhesive binders/glue and methods for adjusting adhesive properties and spine milling
- methods for straightening or adjusting wire in wire feed on a wire stitcher
- techniques to modify dwell time on a high frequency welder
- checks for machine shutdown, and key reasons they are required
- required cleaning agents for machines and materials to clean, including surface rust
- quality requirements, controls and checks inspected during production, at end of sample run and on the finished product
- steps to ensure of production control system is followed and required production records
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the converting, binding and finishing field of work and include access to:

- special purpose tools, equipment and materials
- converting or finishing machinery.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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